

**WISCONSIN DEPARTMENT OF  
REGULATION & LICENSING**



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**PROFESSIONAL ENGINEERS SECTION SCREENING PANEL  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL  
ENGINEERS, DESIGNERS AND LAND SURVEYORS**

**Contact: Dennie Petersen (608-267-5224)  
ROOM 179A, 1400 E. WASHINGTON AVENUE, MADISON WI 53704  
Thursday, February 3, 2005  
8:30 A.M.**

1. Call Open Session to Order
2. Convene to Closed Session to consider discipline (s. 19.85(1)(b), Stats., and to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.
  - a. Screen complaints received from the public against credential holders. The Panel consists of two Board members and Department staff.
3. Reconvene to Open Session
4. Vote on Items Considered or Deliberated Upon In Closed Session
5. Adjournment

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**PROFESSIONAL ENGINEERS SECTION MEETING  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, AND LAND SURVEYORS**

**Contact: Jerry Lowrie (608) 261-4486  
ROOM 179A, 1400 E. WASHINGTON AVENUE, MADISON WI 53704  
Thursday, February 3, 2005  
9:00 AM**

1. **CALL TO ORDER**
  - a. Declaration of Quorum
2. Adoption of Agenda
3. Election of Officers for 2005
4. Appoint Board's Representatives for Screening Panel by Board Chair
5. Approval of Minutes (December 9, 2004)
6. Administrative Report
  - a. Jerry Lowrie, Bureau Director
    - i. Board Roster
    - ii. 2005 Meeting Dates
    - iii. Summary Reports on Pending Court Cases, Disciplinary Cases and Administrative Rules and Press Releases
    - iv. To-Do-List
    - v. Department's Budget Discussion – Deputy Secretary Sandra Rowe
    - vi. Travel and Hotel Policy Discussion
7. Travel
  - a. Campus Visit Discussion
8. Legislative/Administrative Rules
  - a. Status Report on Submitted Legislation and Rule Items
9. Credentialing
  - a. Appearance for a Class I Hearing – David B. Warzala - **11:00 a.m.**
10. Education/Examination
  - a. New NCEES Calculator Policy for Examinations
11. Registration Issues
  - a. Retired P.E. License Classification Discussion

12. Technology Issues
    - a. Electronic Signatures Discussion
      - i. Thank You from Andrew Kottke
      - ii. Acrobat 6 Pro Help Instruction Page.
  13. NCEES
    - a. NCEES News Release “Architecture as it Differs from Engineering
    - b. Exchange – December, 2004
  14. Practice Issues
    - a. Corporate Certificate of Authorization as an Architecture or Engineer Firm Question – C. Allen Wortley Correspondence
  15. Miscellaneous Correspondence/Information
  16. New Business
  17. Board Member Activity
  18. Other
  19. **CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.)**
    - a. Monitoring Report or any that may be Received after Mailing of Agenda.
      - i. Richard Klein PE SE
    - b. Case Closings and Case Status Report or any that may be Submitted after Printing of agenda
    - c. Deliberation on Proposed Stipulations or any that may be Signed after Printing of Agenda
    - d. Deliberation on Proposed Disciplinary Actions that may be Submitted after Printing of Agenda
    - e. Administrative Warnings or any that may be Submitted after Printing of Agenda.
    - f. Reinstatement Requests
    - g. Request for Class 1 Hearings
      - i. David B. Warzala **11:00 a.m.**
    - h. Application Review or any that may be Submitted after Printing of Agenda
    - i. Examination Issues
    - j. Such other Items as Authorized by Law
    - k. Reinstatement Requests or any that may be Submitted after Printing of Agenda
  20. **RECONVENE TO OPEN SESSION**
  21. Vote on Items Considered or Deliberated upon in Closed Session, if Voting is Appropriate
  22. Such other Items as Authorized by Law
- DOE – Signatures for Proposed Stipulations, Orders, and Administrative Warnings

**23 ADJOURNMENT**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC UNLESS OTHERWISE NOTED. IF A BOARD ADJOURNS TO CLOSED SESSION, RECONVENES IN OPEN SESSION TO VOTE ON ITEMS CONSIDERED IN CLOSED SESSION, AND DURING VOTING DETERMINES THAT ADDITIONAL DELIBERATIONS ARE NECESSARY FOR VOTING, THE BOARD MAY ADJOURN TO CLOSED SESSION TO CONTINUE DELIBERATIONS AND THEN RECONVENE INTO OPEN SESSION FOR VOTING.

Meetings and hearings may be cancelled without notice. Times listed for meeting items are approximate and depend on the length of discussion and voting. The board may also consider in closed session, stipulations filed after the printing of this notice. Meetings may be confirmed by a telephone call to the listed contact person. Examinations are open only to authorized candidates. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. All meetings are held at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. For a complete copy of the board’s agenda, contact the board listed above. Interpreters for the hearing impaired provided on request. Contact the Affirmative Action Officer, (608) 266-2112.